 Independent Verification & Validation Program	Work Instruction for Completing a Purchase Request	IVV 06-1 Revision: F Effective Date: July 29, 2010
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APPROVAL SIGNATURES		DATE
Gregory Blaney (original signature on file)	IMS Representative	07/29/2010

REVISION HISTORY			
Rev. No.	Description of Change	Author	Effective Date
Basic	Initial Release	Kaci Reynolds	04/01/2004
A	Name Change	Mike Powers	03/23/2005
B	Incorporate New Internal System and Reference Integrated Enterprise Management Program	Kaci Reynolds	02/09/2006
C	Update process flow diagrams to align with Facility Management paradigm	Stephanie Ferguson	08/24/2007
D	Updated terminology to reflect current organization	Donna Ozburn	08/17/2009
E	Changed name from "Procurement Request" to "Purchase Request"	Kaci Reynolds	04/23/2010
F	Added reference documents precedence statement	Sara Cain	07/29/2010

REFERENCE DOCUMENTS	
Document Number	Document Title
IVV QM	NASA IV&V Quality Manual
IVV 06	Purchasing
IVV 16	Control of Records
NPR 1441.1	NASA Records Retention Schedules

If any process in this document conflicts with any document in NODIS, this document shall be superseded by the NODIS document. Any reference document external to NODIS shall be monitored by the Process Owner for current versioning.

CHECK THE MASTER LIST at <http://ims.ivv.nasa.gov/>
VERIFY THAT THIS IS THE CORRECT REVISION BEFORE USE

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1.0 Purpose

The purpose of this work instruction (WI) is to establish a consistent and documented method for initiating and processing a Purchase Request (PR) for the NASA IV&V Program.

2.0 Scope


This WI applies to the initiation and processing of all NASA IV&V PRs.

3.0 Definitions and Acronyms

Official NASA IV&V roles and terms are defined in the [Quality Manual](#). Specialized definitions identified in this WI are defined below.

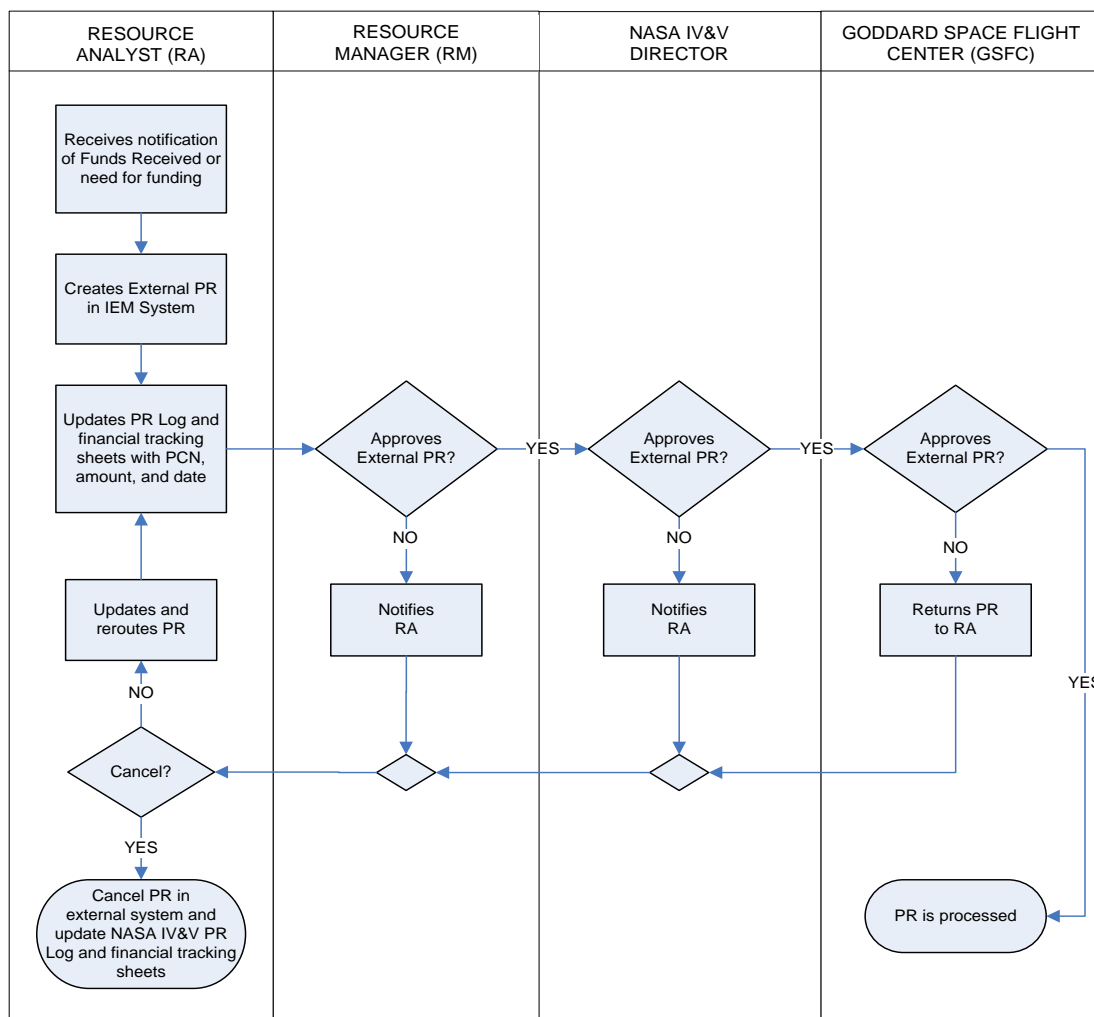
3.1 Acronyms

GSFC	Goddard Space Flight Center
IEM	Integrated Enterprise Management
IEMP	Integrated Enterprise Management Program
IMS	NASA IV&V Management System
NPR	NASA Procedural Requirement
PCN	Purchase Control Number
PR	Purchase Request
QM	Quality Manual
RA	Resource Analyst
RM	Resource Manager
WI	Work Instruction


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4.0 Process Flow Diagram

The following diagram depicts the process described in this document, and the responsibilities and actions that shall be performed by process participants. Any information supplemental to the depicted process will appear after the diagram.



When the external PR is initiated, the Resource Analyst (RA) shall ensure that the PR funding amount is correct and that contract and task order values are not exceeded.

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Once the PR has been successfully completed in the IEM system, the system will assign a Purchase Control Number (PCN) to the transaction. This PCN needs to be manually entered on the internal PR Log and all necessary financial tracking sheets.

When approving the external PR, the Resource Manager (RM) shall ensure that:

- There is a project financial plan in place
- The PR is correct, complete, and in line with the Project and Program financial plans

5.0 Metrics

Any metrics associated with this WI are established and tracked within the NASA IV&V Metrics Program.

6.0 Records

The following records will be generated or updated and filed in accordance with this WI and IVV 16, *Control of Records*, and in reference to NASA Procedural Requirement (NPR) 1441.1, *NASA Records Retention Schedules*.

Record Name	Original	Vital	Responsible Person	Retention Requirement	Location
PR (External)	N	N	RA	Contact Center Records Manager (1260)	IEMP
PR Log	N	N	RA	Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable (1/78C)	ECM System